

InfoManager User's Manual

This section contains information for CAREpoint EMS Workstation's InfoManager information management resource.

1 Description

CAREpoint's InfoManager provides an easy-to-use means of viewing a wide range of text and graphic information (content) at the CAREpoint Workstation. InfoManager may be used to access medical protocols, HAZMAT information, drug lists, PDR, contact (call-list) and many other types of text and graphic information. This information may be used to assist in decision making during a call, or for accessing information at any other time.

InfoManager information "content" may be stored on the CAREpoint Workstation or, in networked systems, at a separate mass storage device. InfoManager may also use web-based information, provided the Workstation has Internet access.

InfoManager is controlled by a set of touchscreen, mouse and keyboard controls (See Figure C.1). An Administrator Mode provides password-protected access to certain functions, such as importing or changing content. These functions are required to setup and manage InfoManager and may be performed either at the CAREpoint Workstation or at a remote PC. When installed and used at a remote PC to manage content, InfoManager is run as a standard Windows application. Various means are provided to transfer content from a remote PC to the CAREpoint Workstation.

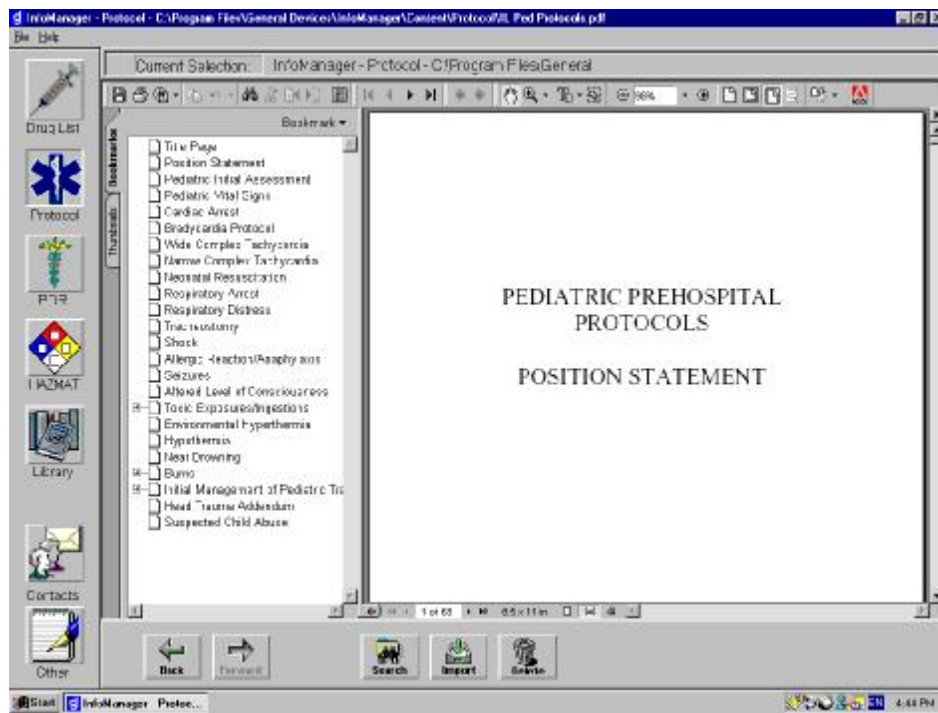


Figure 1. InfoManager Screen

2 Getting Started

InfoManager may be run on the CAREpoint Workstation or on a PC. InfoManager consists of the InfoManager software application and various user-supplied “content” files. These content files consist of text and graphic information and may be stored on a CAREpoint Workstation, a networked mass-storage device, or on the Internet (if the Workstation has Internet access).

To avoid having to perform content management or organization (administrator type) work on an active CAREpoint Workstation in the ED, administrator tasks may be performed on a desktop PC. After InfoManager content has been organized on the PC, it can be copied to the CAREpoint Workstation(s) by network downloads or by a CD.

For demonstration purposes, when InfoManager is first installed, the InfoManager User’s manual is included in each subject category. These may be removed at any time.

3 PC System Requirements

To run InfoManager on a PC (other than CAREpoint), it must have the following user-supplied software installed:

- Windows 9X /NT4.0 /2000/XP
- Microsoft Access, Version 95 (or later)
- Internet Explorer 4.0 (or later)
- Word, Version 6.0/95 (or later)
- Adobe PDF reader, Version 3.0 (or later)

Hardware requirements are a 200 MHz Pentium PC, with disk space sufficient to store the desired material. A CD-RW drive is also needed.

It is strongly recommended that both CAREpoint and the PC be networked to permit direct connectivity. This will greatly assist all aspects of operation and support. Internet access is also recommended to permit acquiring material from web-based resources.

4 Installing InfoManager on another PC

InfoManager can be installed on a PC from the InfoManager Installation CD. The CD should auto-run after inserting the disk or it may be manually started using the Windows “Start menu > Run > (drive letter here):\Setup.exe”. Follow the on-screen Install Wizard instructions to complete. The wizard automatically installs a shortcut icon on the PC’s desktop.

Note! Your PC may require you to be logged on with administrator privileges to perform the installation.

5 Launching InfoManager

To launch InfoManager;

- From CAREpoint – press the InfoManager button.

- From a PC – double click the InfoManager icon on the desktop or browse to it using the START button menu.

With InfoManager running, select one of the category keys (Drug List, Protocol, PDR, HAZMAT, Library, Contacts, Other), and click on the DEMO content for that category. All content is accessed in this way. The control keys are described further in Section 6.

You can now begin to IMPORT (See Importing Content Into InfoManager, Section 12) and customize InfoManager's content information.

6 Main Control Keys

The InfoManager screen (See Fig C.1) has four regions containing control keys:

6.1 Menu Bar

Located near the top of the screen, the menu bar has the FILE and HELP selections.

FILE dialog box functions:

- **Open:** Permits browsing of files (text or graphics) on PC, Workstation or network. Selected file appears in viewing screen and may be viewed or imported (see Section 12).
- **Print Setup:** Permits printer selection and configuration.
- **Administrator Log In:** Provides dialog box to enter Administrator Mode by entry of user-selected password. Note: factory supplied password is "GDinfomanager".
- **Administrator Log Off:** (Administrator Mode only): Exit from Administrator Mode.
- **Change Password** (Administrator Mode only): Provides dialog box to change administrator password.
- **Exit:** Closes InfoManager, returning Workstation/PC to prior activity.

6.2 Task Bar

Located on the bottom of Workstation's touchscreen (bottom or left on PC), the task bar contains control keys providing access to other functions, unrelated to InfoManager. On the Workstation, these are the other CAREpoint screens (Communications, etc.). On a PC, the task bar indicates all open applications.

6.3 Information Category Keys: Located on the left side of the screen, the information category keys (Drug List, Protocol, PDR, HAZMAT, Library, Contacts Other) selects from among the major information groupings.

6.4 InfoManager Control Keys: Located below the viewing screen, the control keys (BACK, FORWARD, FAVORITES, SEARCH, PAGE UP, PAGE DOWN) control the operation of InfoManager.

- **BACK:** Return to last screen.
- **FWD:** Returns to next screen (applicable only after use of BACK function).
- **SEARCH:** Invokes a dialog box to operate a topic search.
- **IMPORT** (Administrator Mode only): Invokes a dialog box to select content files or web pages to be imported into InfoManager.

- **DELETE** (Administrator Mode only): Removes the highlighted items from the InfoManager screen. **NOTE!** The actual content file(s) are not deleted.
- **PAGE UP:** The first actuation directs cursor to top of list. The second actuation brings up preceding page (if there is one).
- **PAGE DN:** The first actuation directs cursor to bottom of list. The second actuation brings up following page (if there is one).

7 Exiting InfoManager.

- To switch between InfoManager and CAREpoint (or other application), press the desired button on the task bar.
- To exit and close InfoManager, select File > Exit or click the “X” in the upper right corner.

8 Content Types and Formats

The types/formats of information that InfoManager can use is as follows:

- **HTML:** HyperText Markup Language (HTML), the publishing language of the Internet.
- **Text:** ASCII “plain” text files, such as those created by Notepad.
- **PDF:** Portable Document Files.
- **WORD:** Microsoft Word. **Note!** Word supports other file types, such as Rich Text, WordPerfect, etc.
- **GIF:** Graphics Interchange Format, for handling vector graphics and web-based line drawings.
- **JPEG:** Joint Photographic Experts Group, a commonly used format for images.

There is advantage to using PDF format for content, as the viewer cannot edit it. Files may be converted to PDF format using Adobe Acrobat (purchased from Adobe or Adobe distributor).

9 File Organization

To simplify ongoing maintenance of documents and other content material used by InfoManager, care should be given as to how files are organized.

Note: It is recommended that content (administration) be set up and organized at a remote PC and then transferred to the CAREpoint Workstation.

InfoManager content material is stored (by default) in “Content” folders created on the C drive during installation (C:\Program Files\General Devices\InfoManager\Content\ (category folders)).

While content may be stored and managed on a remote PC or network drive, for use, it is recommended to store it on the CAREpoint’s hard drive. This will provide faster access and immunity to network problems.

For installations with multiple (locally-networked) CAREpoint Workstations, it may be desirable to maintain the content on one (shared) Workstation, to simplify management.

This will assist in file maintenance as all machines will then work from only one information source.

The links (the item names) that appear in the InfoManager screen need not be the same as the filename of the source material. InfoManager links should be selected for easy user recognition and need not bear any relationship to the source file name.

10 Managing InfoManager Content - Administrator Mode

Managing InfoManager content (Import/Delete) can only be made while in the Administrator Mode. The Administrator Mode is entered by selecting “Administrator Log In” from the FILE menu and then entering the password.

Note! Factory default administrator password is “GDINFOMANAGER”

The Import and Delete editing keys appear on the screen while in Administrator Mode. The administrator password can be changed from the File menu by selecting the Change Password option.

11 Using Search

In the SEARCH dialog box,

- Enter the word to be searched for in “Find Pages Containing” entry.
- Select where the search is to be conducted (InfoManager or Internet).
- If InfoManager is selected as the source, the searches are conducted within each information category.
- If Internet is selected as the source, the search can be conducted using any of the listed search engines.

12 Importing Content

NOTE! InfoManager must be in Administrator Mode to import content documents. See Section 10 for logon instructions.

Importing (content) consists of two steps – selecting the current page or document (file) and then specifying the location, name and keyword(s) that will be used to access it from InfoManager.

To import a content document (or web Page):

- Click the Import button.
 - o Select either “Current page” if you previously browsed or searched and have the desired document/page shown, or,
 - o Select “File...” to launch the file “Open” dialogue box and browse to a file location by selecting from either the Workstation drives (floppy, CD, hard disk) computer or accessible network locations. Once selected, click the “Open” button.
- In the “Save Current Page” dialog box, enter the required information;
 - o Click the “Save In” drop-down and select one of the category (folders) where the file will be saved (Drug List, Protocol, etc.).

- o Enter/Edit the “Save As” name that you want to appear in the InfoManager listing (default is the file name).
- o Enter a “Keyword” or words (required) to facilitate future searching.
- o Enter “Notes” as desired for additional description information (optional)
- Click Save to complete the save operation.
- Cancel will cancel the importing action.

13 Copying All Content from a PC to CAREpoint

Once all desired content has been imported and organized on a PC, it may be copied in its entirety to the CAREpoint Workstation. This can be accomplished by A) copying the desired files via a network or B) creating a CD to be used to transfer the files to the CAREpoint Workstation.

13.1 Transfer Via Network:

- At both the source PC and CAREpoint Workstation, exit InfoManager.
- At the source PC, using Windows Explorer, copy:
 - o The entire “Content” folder (along with the sub-folders).
 - o The file “InfoManager.mdb”.

FROM: the InfoManager folder (located at C:\Program Files\General Devices\InfoManager).

TO: the CAREpoint Workstation in C:\Program Files\InfoManager

- Launch InfoManager and test.

13.2 Transfer Via CD:

At the source PC:

- Exit InfoManager.
- Use the CD writing utility to create a CD with the following items:
 - o The entire “Content” folder (along with the sub-folders).
 - o The file “InfoManager.mdb”.

Note! These items are located in the InfoManager folder (C:\Program Files\General Devices\InfoManager).

At the CAREpoint Workstation:

- Exit InfoManager.
- Install the CD and launch Windows Explorer (from START button).
- Copy the CD contents (“Content” folder & sub-folders) & “InfoManager.mdb” to C:\Program Files\InfoManager in the CAREpoint Workstation.

Note! When copying to CAREpoint, the overwrite warning will appear whenever files are being replaced.

- Launch InfoManager and test.